

***Request for Proposals
Solar Photovoltaic Installation
Town Of Egremont***

**Awarding Authority: Town of Egremont Board of Selectmen
Egremont Town Hall
PO Box 368
171 Egremont Plain Road
South Egremont, MA 01258
RFP Contact Person: Juliette Haas, Sustainability Coordinator
Email: jhaas@egremont-ma.gov
Telephone: 413-528-0182 x 22**

Through this Request for Proposals (RFP) the Town of Egremont is requesting bids from qualified contractors to:

- Provide turnkey procurement and installation of a Solar Photovoltaic Array System to be installed on the roof of the Egremont Water Department located at 133 Mt. Washington Road in Egremont Massachusetts.
- Less than a 10 Kilowatt size and generation of that pv solar array.
- Market the Solar Renewable Energy Certificates “SRECs” at competitive prices with the Hampshire County of Governments through its regional SREC Brokering Program.
- Complete the installation and interconnect with National Grid by April 1, 2015.

Proposals must be in a sealed envelope clearly labeled, **“TOWN OF EGREMONT, WATER DEPARTMENT PHOTOVOLTAIC (PV) SYSTEMS (RFP-PVS) DECEMBER 1, 2014 AT 1:00 PM”**. The Town of Egremont (Awarding Authority) seeks proposals from qualified, interested parties (individually a “Respondent”) with one ultimately selected to serve as a contractor (“Contractor”), to design, procure, install, test, commission, and interconnect to the electric company National Grid a solar PV power generating system (“PV System”) with guaranteed onsite energy generation at the Egremont Water Treatment Plant (“Facility”).

Proposals are due at the offices of the Egremont Town Hall by December 1, 2014 by 1 P.M. at which time they will be opened by the Town of Egremont Chief Procurement Officer and

Sustainability Coordinator. Price and Respondent qualifications are the factors which will be used for the final selection.

Specifications and other details may be obtained by contacting the Chief Procurement Officer at Egremont Town Hall, 413-528-0182 ext 10, via email at tegrement@egremont-ma.gov, or at 171 Egremont Plain Road during regular business hours of 7am to 3pm weekdays.

Funding for this project consists of local funding, a grant from DOER and unspent MassCEC funds.

Wage rates are subject to the minimum rates per MGL, Chapter 149. These rates are included in the bid documents.

The Town of Egremont reserves the right to accept any bid; reject any or all bids deemed not to be in the Town's best interest; reserve the right to waive or permit correction of minor informalities; and to conduct discussions with all qualified offers in any manner necessary to serve the best interest of the Town and the bidders.

Juliette Haas, Sustainability Coordinator, Town of Egremont

Mary Brazie, Chief Procurement Officer

Bruce Turner, Chairman Egremont Board of Selectmen

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1.0 Projected Selection Timeline

RFP Available: October 29, 2014

RFP will be emailed to known Solar Vendors, as well as through the Solar Energy Business Association of New England as well as announced in the local newspaper, posted on the town web site and Central Register at least two weeks prior to opening date.

Parties interested in performing site assessments of the Egremont Water Treatment Plant building will contact the Town’s Sustainability Coordinator to schedule an appointment. The scheduled site assessment date will be November 17, 2014 between the hours at 10 am – 12 noon. Parties will call before that date to schedule an appointment.

Egremont Water Treatment Plant
133 Mt. Washington Road
South Egremont, MA 01258
RFP Contact Person: Juliette Haas, Sustainability Coordinator, Town of Egremont
Email: jhaas@egremont-ma.gov
Telephone: 413-528-0182 x 22

Proposals Due / Public Opening of Proposals: Wednesday December 1, 2014, 1 PM

Location: Egremont Town Hall, 171 Egremont Plain Road, Meeting Room

Anticipated Award Date: Monday December 15, 2014, 7 PM Egremont Town Hall

Estimated Start Date: Thursday, January 15, 2015

Estimated completion Date: Wednesday, April 1, 2015

2.0 Submittal Requirements

Respondents are to submit a bid which includes the following:

- 1) Cover letter with total price.
- 2) Size of system (kW)
- 3) Breakdown of 25 year production (annual kWh production)
- 4) Twenty five year cost savings based on current electric rates and future rates with 3% rate escalation assumption.
- 5) Percentage of PV kilowatt production based on current electric use. The facility used 62,739 of kWh of electricity from October, 2013 to September, 2014.
- 6) Materials to be used (modules, inverters, micro-inverters and/or optimizer, racking, etc.) complete with design specs and warranty information.
- 7) Breakdown of 10 year anticipated SRECS
- 8) Submission of required forms (listed in section 5.5)
- 9) 5% Bid Bond

Successful bidder must also supply:

- 1) 50% Payment Bond
- 2) Certificate of Insurance

3.0 Purchase Description

The work will include all electrical and general construction necessary to install a turnkey photovoltaic array for above-mentioned site.

No charges will be allowed for federal, state or municipal sales and excise taxes, for which the Town of Egremont is exempt. The town will waive all building permit fees. The bid shall be net and shall not include the amount of these items.

Municipal bidding laws prohibit individual questions. All questions about the project must be in writing and sent to jhaas@egremont-ma.gov where they will be listed and answered on the town website. Deadline date for questions will be November 21, 2014.

4.0 Evaluation Criteria

Eligible bids will first be examined for their responsiveness to what is requested in this RFP. Responsibility of the bidder will then be ascertained. While lowest bid will be an important factor in the final selection it is the intention of the Town to award the contract to the bidder who best demonstrates experience with similar projects.

- Bidder must completely fill out all forms included in this RFP. All supplies and services that are the subject of the bid must meet minimum standards and specifications set forth in the purchase description including standards by which the procurement officer will determine acceptability as to quality, workmanship, results of inspections and tests, and suitability for a particular purpose.
- Bidder must demonstrate that they meet the following:
 - a) Bidder is licensed in the Commonwealth of Massachusetts to do the required work.
 - b) Bidder has successfully completed 3 projects of similar size and scope in the last three years. The Town of Egremont will reject any bid from a bidder that fails to demonstrate the necessary experience.

5.0 Bid Submission Requirements

1. **Signed cover letter:** All bid packages must be sealed and marked **“TOWN OF EGREMONT, WATER DEPARTMENT PHOTOVOLTAIC (PV) SYSTEMS (RFP-PVS) DECEMBER 1, 2014 AT 1:00 PM”**. The bid cover letter should be dated and show bidders name, address, phone number, and email address. It should state the subject “Egremont Water Department PV Array” and state the name, title, phone number and email address of the organization’s primary contact person for this RFP if he or she is other

than the signer. The cover letter should contain a statement indicating an understanding that this project is seeking funding from the MassCEC Commonwealth Solar Program.

2. **Delivery of Sealed Bids:** Five (5) hard copies of bids are required. No faxed submissions will be accepted. The Chief Procurement Officer and Sustainability Coordinator will open all proposals at 1:00 PM on the Public Opening Date listed on the above listed date and location.
3. **Contract Award:** The Town shall award a contract according to evaluation criteria set forth in 4.0. A contract shall be awarded to the bidder who has satisfied all criteria of this RFP.
4. **Changes:** A bidder may correct, modify or withdraw a bid by written notice received prior to the time and date set for the bid opening. After bid opening, a bidder may not change the price or any other provision of the bid in a matter prejudicial in the interest of the Town or fair competition. The Town may waive minor informalities or allow the bidder to correct then.

5. **Required Forms:**

(A) Certificate of Non-Collusion (attached)

(B) Attestation Regarding Filing of Tax Returns (attached)

6. **Other Required Bid Submittals:**

Documentation that the bidder has the necessary previous experience. Include a list of three (3) projects completed in the past three years of similar size and scope. Include contact names and contact telephone numbers for each project.

7. **Subcontractors**

If a bidder intends to use a subcontractor to conduct any of the work on this project, the bidder must identify the subcontractor, provide a summary of each subcontractor's qualifications, experience and duties to be performed.

6.0 Project Specifications

The Town of Egremont is seeking contractors to provide bids for the turnkey procurement and installation of a Photovoltaic (PV) system on the roof of the Egremont Water Department, 133 Mt. Washington Road, Egremont, MA 01258. The system shall include a Data Acquisition System to monitor system performance and provide monthly reports.

1. Bid to provide procurement and installation services must include the following:

- Obtaining all relevant local permits and inspections, which may include building permits, electrical permits and interconnection permits with National Grid.
- Providing proof that the contractor, subcontractor and employees for the project must possess certifications and/or licenses as required by Commonwealth of MA.
- Complying with local, state and federal codes and standards and including most recent edition of the MA Building and Electric Codes.
- Performing all necessary structural and electrical engineering to insure a seamless and code compliant integration of system components into the building's structure and electrical system.
- Providing annual and lifetime energy and demand savings estimates.
- Providing proof of insurance coverage that is complaints with the requirements of the Town of Egremont.
- Completing and submitting all necessary MassCEC paperwork in order for the Town of Egremont to receive Commonwealth Solar rebates.

2. Technical Requirements (PV and Balance of System)

- List kW performance of system to be installed.
- Include a Data Acquisition System (DAS) and associated subscription service.
- Include only, unused new equipment.
- Provide one year of maintenance if necessary and a maintenance plan.
- Supply manufacturers warranties of all material used.

3. Data Acquisition System

- Subscription services for the DAS, if any, must be included for a period of at least three years.
- Include responsive customer service and technical support provided without further charge to Town.
- All equipment must carry warranties
- Allow users to download data
- The DAS must, at a minimum, measure and record the following:

- AC power out of the inverter
 - Ambient temperature at the array
 - Ambient air speed
 - Global irradiation
- Upload all recorded data to the website automatically on an hourly or shorter basis.

7.0 Project Execution

Schedule - Work shall be completed in coordination with Chairman of the Egremont Water Commissioners, Steve Agar and Egremont Sustainability Coordinator Juliette Haas. Work must be completed by April 1, 2015. The contractor will supply a detailed one-line wiring diagram upon bid award based on the system capacities and components. The contractor will attach this diagram for Submittal as part of the Building Permit application. The contractor will submit documentation for the Interconnection Approval to National Grid.

Location – The roof mounted photovoltaic array shall be mounted on the Egremont Water Department, 133 Mt. Washington Road, Egremont, MA 01258.